**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, March 2, 2020 6:15 pm**

**Municipal Building, 513 Williams Avenue, Estancia, NM 87016**

**Minutes**

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 6:15pm and roll call was taken:**

**Trustee Lovato- Present**

**Trustee Sedillo- Present**

**Trustee Chavez- Present**

**Trustee Hall- Present**

**Mayor Dial -Present**

1. **Approval/Disapproval of Agenda – Action Item**

Trustee Hall asked that the discussion about a sewer line repair be added to the agenda as item 5.5. This discussion was incorrectly placed in Executive Session on the agenda.

**ACTION TAKEN:** Trustee Lovato made a motion to approve the March 2, 2020 agenda as amended above. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the February 18, 2020 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the February 18, 2020 Regular Meeting minutes as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the March 2, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the March 2, 2020 Bill list. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

1. **Department Updates:**

**Police/Animal Control-** Chief Cobb told the Board that last month the Estancia PD had 97 calls. He told the Board that the call number was up from the month before, but none of the calls were major.

**Fire-** No update

**Library-** No update

**Maintenance-** Public Works Supervisor Lorenzo Bernal said his crew has been very busy. He said that new hire Edwin Bencomo was doing a very good job. They were fixing leaks and checking on a possible water pressure issue at the car wash.

**Administration-** Clerk Michelle Jones had no written report for this meeting. She said her department is continuing to work with Caselle towards a go-live date in early July.

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**Old Business**

1. **Opening of Sealed Bids for Town of Estancia Vehicles and awarding vehicles– Action Item –** Clerk Michelle Jones presented the Board with the sealed bids that her office had received. Her office time-stamped each bid and presented the bids by vehicle. Trustee Stella Chavez opened the bids and announced the bid amounts. Three vehicles were being auctioned and the winning bids were as follows:
* 2014 Chevy Impala- Winning bid- $1019.00 – Joanna Romero
* 2010 Chevy Impala- Winning bid- $500.00- Sabrina Lint
* 2007 Chevy Impala- Winning bid- $500.00- Sabrina Lint

The original sealed bids are located in the file for this meeting in the Clerk’s office.

Ms. Jones told all present that the winning bidders would be contacted and would have two business days to pay for their vehicles. If the winning bidders do not pay within two business days, the next highest bidder will be contacted. All bidders were thanked for their participation. **NO ACTION, INFORMATION ONLY**

**5.5 Sewer Lines- Action Item –** Mayor Dial told the Board that sewer work needed to be done at the residence of Mr. Raymond Morris. There is a question about who is responsible for this repair: the Town or Mr. Morris. Clerk Michelle Jones said that, per the Town ordinance, any work from our main sewer line to a residence is the responsibility of the resident. This particular line is more complicated as it is an old line that runs under a road, etc. One of the main issues that came up is the fact that the repair would need to be done on Town property and permission from the Town would need to be granted. Trustee Chavez said that this had been done for a resident in the past. Clerk Michelle Jones will research how to correctly grant this permission. Town employees cannot do this repair as it would violate anti-donation unless it can be proven in writing that the repair is on the Town’s line. **ACTION TAKEN:** Trustee Sedillo made a motion to give Mayor Dial the authority to make a decision concerning this repair. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **EVSWA Clean-Up Weekend/50th Earth Day/Arbor Day- Discussion and Possible Action** Martin Lucero, Manager of the EVSWA, is coordinating a Countywide Clean-up weekend. This weekend would coincide with the 50th anniversary of Earth Day and Arbor Day. He has estimated that the cost in tipping fees to the Town would be approximately $7825.44. Clerk Michelle Jones told the Board that the Town did not budget for a Clean up day and she would be more inclined to favor this idea if the County would pay the Town’s tipping fees for this event. She also said that the Town could definitely use a clean up weekend and the funds could be found in the budget if needed. The Mayor explained how the weekend would work; the Town would hand out a flyer in the utility bills and would give each resident a tip ticket. After the event, the Town would pay the EVSWA for every ticket turned in. **ACTION TAKEN:**  Trustee Lovato made a motion to approve the Town’s participation in the Clean-Up Weekend event. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

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1. **Review and Possible approval of Red Line MOU for E-911 Services – Discussion and**

**Possible Action** The Board received a red line draft of the new MOU for E-911 Services. The revised annual cost to the Town is very similar to previous years, which is a plus. The Mayor told the Board that the County Manager had given him this draft to pass on to the Board for consideration. Police Chief Cobb expressed concern that there may be some hidden costs in the new agreement that the Town should consider. The Chief recommended asking the County Manager or the County Emergency Manager to come to a meeting to explain the new agreement. Mayor Dial will contact the County Manager. **ACTION TAKEN:** Trustee Lovato made a motion to table this item to allow the Town to get more information. Trustee Sedillo seconded the motion. All in favor. **ITEM TABLED**

1. **Review/Approval to make repairs to the PD- Discussion and Possible Action**

Chief Cobb spoke to the Board. He has recently presented two quotes to do some safety related updates to the PD. After review of the quotes, the Board tasked him with obtaining some more quotes. Chief Cobb told the Board today that he reached out to several entities and could not get anyone to come out or give him a quote. The work he is requesting will cost under $5,000.00. Today he is asking the Board to approve one of the prior quotes. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the quote for $4,327.50 from CCS Construction. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**New Business**

1. **Discussion of Spencer Road- Larry Cook – Discussion and Possible Action**

Mr. Cook did not attend the meeting. **NO ACTION**

1. **Public Works Job description amendment requiring Public Works Employees**

**obtain a Class B or better CDL, not a Class A- Action Item**

Clerk Michelle Jones told the Board that the Deputy Clerk and the Public Works Supervisor discussed the Public Works job descriptions and the Town does not own or use any equipment that would require a Class A CDL. The Public Works job descriptions should be amended to require a Class B or better CDL. **ACTION TAKEN:** Trustee Lovato made a motion to approve the amending of the Public Works job descriptions to require the obtaining of a Class B or better CDL, not a Class A. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Resolution 2020-06** **FY20 Budget Adjustment moving $80,000.00 from Trust and Agency Cash Balance to the following: $50,000.00 to General Fund Cash Balance and $30,000 to Solid Waste Cash Balance and increasing budgeted expenditures in Major Buildings by $50,000 and Solid Waste Tipping Fees by 30,000.00 – Action Item**

Clerk Michelle Jones presented the Board with Resolution 2020-06 for approval. She is requesting approval to adjust the FY20 budget as follows:

Budget Adjustment moving $80,000.00 from Trust and Agency Cash Balance to the following:

$50,000.00 to General Fund Cash Balance and $30,000 to Solid Waste Cash Balance and

Increasing budgeted expenditures in Major Buildings fund 5300-01 by $50,000 and Solid Waste Tipping Fees 5422-10 by 30,000.00.

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PLUS:

FY20 Budget Transfer from General Fund 1000-99- $2500.00 to

MVD account 1009 to decrease need to go to the bank daily.

**ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2020-06. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes, **MOTION CARRIED**

1. **Pool Update- Information Only** Clerk Michelle Jones told the Board that she had sent emails to EMW Gas, the City of Moriarty, and the Town of Mountainair requesting to be put on their agendas to ask for financial assistance for the pool this coming summer. She told the Board that she has spoken with Myra Pancrazeo from EVEDA, who will reach out to Pattern Energy, a wind farm company, to ask about a possible donation to the pool. Ms. Pancrazeo also suggested that the Town reach out to EVSWA for assistance, which we will do. We will be posting for a Pool Supervisor and Lifeguards in the next month. Ms. Jones told the Board that she is having a hard time getting an answer about insuring the pool for private parties. Trustee Chavez will call NMSIF to try to get an answer. **NO ACTION, INFORMATION ONLY**
2. **Mayor/Council:**

 **Trustee Hall** had no update at this time.

 **Trustee Chavez** suggested that the Town reach out to a company called The Gopher Guys

to see if they could help us with the gopher situation at the park. She asked about the lights at the park. We are getting close to getting them installed. She also suggested the Town consider developing a road near the Family Dollar.

 **Trustee Sedillo** said there will be an outdoor workshop opening on April 24th. An official

opening of the pond could happen at the same time. Hopefully the law will change soon so

residents of all ages can legally fish at the pond.

 **Trustee Lovato** had no update for this meeting.

**Mayor Dial** said he will request approval of re-appointment of Ms. Sylvia Chavez to the EMW Board. He is also trying to get better maps of the Town’s sewers and roadways.

1. **Executive Session- Pursuant to NMSA 1978, Section 10-15-1 to 10-15-4 Section (H)(8) Real Property**

Trustee Lovato made a motion to go into Executive Session, as per Motion and Roll Call Vote- Pursuant to NMSA 1978- 10-15-1 to 10-15-4 Section (H)(2) to discuss Real Property. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- yes, Trustee Chavez- yes, Trustee Sedillo – Yes, Trustee Hall- yes. **MOTION CARRIED**

Executive Session began at 8:15pm.

**Return from Executive Session-**

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**ACTION TAKEN:** Trustee Sedillo made a motion to return to Regular Session at 9:09pm. Trustee Chavez seconded the motion. All in Favor. **MOTION CARRIED** Trustee Sedillo stated that the only item discussed in Executive Session was the item listed on the agenda and no action was taken.

**Adjournment**

Trustee Sedillo made a motion to adjourn the meeting. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED.**

The meeting adjourned at 9:09 pm.

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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